



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202

IMAH-HRD-A

JUL 27 2006

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #43,
Letterhead Stationery

1. REFERENCES.

- a. Army Directive 2002-01, Use of Letterhead, 28 May 2002.
- b. AR 25-30, The Army Publishing Program, 27 March 2006.
- c. AR 25-50, Preparing and Managing Correspondence, 3 June 2002.
- d. Memorandum, HQIMA, IMAH-ZXA, 5 January 2005, subject: Installation Management Agency Office Symbols.

2. PURPOSE. To provide guidance to US Army Installation Management Agency (IMA) regions and garrisons on developing letterhead stationery.

3. APPLICABILITY. These procedures are applicable to all organizations under the operational control of IMA. This policy memorandum supersedes IMA policy memorandum #43, December 1, 2004.

4. POLICY. Per reference 1a, the Secretary of the Army has endorsed the use of Department of the Army (DA) computer-generated letterhead stationery. In accordance with reference 1b, letterhead stationery will be used for official written correspondence addressed to entities external to the agency. Reference 1c requires that letterhead stationery identify the originating agency and provide the agency's complete standardized mailing address to include Zip Code + 4.

5. PROCEDURES.

- a. The basic DA letterhead template provided by the US Army Publishing Directorate (APD) will be used to develop IMA letterhead stationery. This template is available at the USAPA website (<http://www.apd.army.mil>). Reference 1b, Section II, paragraph 7-7 provides explicit guidance for content.

- b. Arial bold font will be substituted for Helvetica hold. For HQIMA, regions, and garrisons the next line under DEPARTMENT OF THE ARMY will contain INSTALLATION MANAGEMENT AGENCY, followed by the standardized

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mailing address. The letterhead should not exceed six lines of type. Examples follow:

HQIMA:

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3926**

Region Office:

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
NORTHWEST REGION OFFICE
1 ROCK ISLAND ARSENAL
ROCK ISLAND IL 61299-6200**

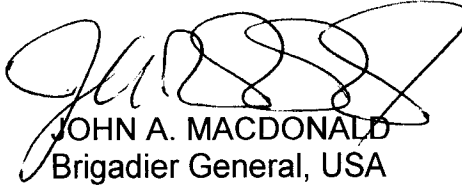
Garrison:

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT MYER
204 LEE AVENUE
FORT MYER VIRGINIA 22211-1199**

c. IMA office symbols published in reference 1d will be typed two lines below the DOD seal, starting at the center and proceeding to the right.

d. Army Garrisons that manage sub-installations may determine if separate letterhead stationery is appropriate for the sub-installation based on location and mission.'

6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is the Chief, Administrative Services Branch, Human Resources Division, comm. 703-602-2262, or DSN 332-2262.


JOHN A. MACDONALD
Brigadier General, USA
Director